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ATTACHMENT 2

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1. Each tape, or set of tapes, for a single presentation of recorded lectures in [REDACTED] No. 41 is self-sufficient, as labelled. Except for two panel presentations, it will, therefore, not be necessary to discover the beginning of a separate talk in the midst of a tape, as before.

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2. Not all lectures of [REDACTED] No. 41 were taped; for instance, [REDACTED] s discussion period; and, also, Mr. [REDACTED] thumb-nail sketches of [REDACTED] activities. The latter are to be transcribed, as they will be more efficiently used in that form.

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3. Charge-out sheets are in the file for anyone who borrows a tape. (e.g. Mr. [REDACTED] have borrowed theirs.)

4. An index will be provided at the end of the exercise.

5. To be grouped with the tapes are folders of those lectures previously transcribed. These should be treated in the same way as the tapes.

6. Old tapes have already been discarded if:

- a. mislabelled
- b. not labelled
- c. inaudible
- d. marked "Do Not Transcribe"
- e. repeated recently
- f. found in any way not useful.

A few of the old tapes of lectures not on the No. 41 program are being retained; e.g., [REDACTED] lecture, and one or two others.

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